

FINAL APPROVED

VIRGINIA BOARD OF NURSING HOME ADMINISTRATORS MINUTES July 10, 2002

The Virginia Board of Nursing Home Administrators held its Business meeting on **July 10, 2002 at 10:45 a.m.**, at the Department of Health Professions in Richmond, Virginia.

MEMBERS PRESENT: **Joseph C. Almond, NHA, Vice-Chair**
 Delores Darnell, NHA
 Robert N. Rector, Jr., NHA
 Betty G. Solomonson, NHA

MEMBERS ABSENT: **Monty Plymale, Chair**

ALSO PRESENT: **Sandra Reen, Executive Director**
 Howard Casway, Assistant Attorney General
 Senita Booker, Administrative Staff Assistant
 Elaine Yeatts, Sr. Policy Analyst
 Robert Nebiker, Director, DHP

Business Meeting – July 10, 2002

Determination of Quorum

In the absence of Mr. Plymale, Chair, the meeting was called to order by Mr. Almond.

Public Comment

No one presented public comment.

Approval of Agenda

The agenda was reviewed and approved as submitted.

Approval of the Minutes for April 10, 2002

Ms. Darnell made a motion, which was seconded, that the Board accepts the minutes of April 10, 2002, which carried unanimously. The Board also received the unapproved draft minutes of the June 5, 2002, Legislative-Regulatory Committee meeting for review.

Remarks from Robert A. Nebiker, Director-DHP

Mr. Nebiker addressed the Board on Directive 4.6 which addresses the Agency Standards for Case Resolution. The Directive establishes guidelines for the resolution of disciplinary cases to ensure that cases are handled expeditiously. He discussed the new requirement which became effective July 1 for posting unapproved meeting minutes on the website within 10 days of that meeting and final minutes within 3 days of their approval. He stated that standard language will be provided for use in posting the minutes for informal conferences and formal hearings.

Board Discussion

Proposed Regulations

Elaine Yeatts, Sr. Policy Analyst for the department reviewed the proposed changes in the draft proposed regulations for licensure and the administrator-in-training program with the Board.

Robert Rector made a motion, which was seconded that the Board amends VAC 95-20-175(C)(1) of the draft regulations . The motion carried.

Delores Darnell made a motion, which was seconded that the Board amends VAC 95-20-175(C)(2) of the draft regulations . The motion carried.

Betty Solomonson made a motion, which was seconded that the Board amends VAC 95-20-200(B)(1) of the draft regulations . The motion carried.

Delores Darnell made a motion, which was seconded that the Board amends VAC 95-20-310(D) of the draft regulations . The motion carried.

Robert Rector made a motion, which was seconded that the Board adopts the proposed regulations as amended. The motion carried.

Board Composition

Ms. Reen advised the Board that when the board's statute was changed in 2001, it caused the board to be out of compliance with the federal requirement for board composition. She informed the Board that a legislative proposal to correct the board composition needs to be adopted. Delores Darnell made a motion, which was seconded that the Board adopt the legislative proposal presented by staff. The motion carried.

CE Audit

Ms. Reen made a recommendation that the Board adopts the proposed policy for staff to follow when reviewing audit reports on continuing education. Betty Solomonson made a motion, which was properly seconded, that the Board adopt the policy on auditing continuing education. The motion carried.

Report from Nursing Facility Advisory Committee

The report from the Nursing Facility Advisory Committee was provided for review. Ms. Reen reported that the Committee requested that the Board include training on abuse identification and reporting as part of the curriculum for administrators-in-training. The Board decided that no action will be taken since administrators-in-training programs follow the domains of practice as set forth by the National Association of Boards of Examiners for Long Term Care Administrators.

Executive Director's Report

Board of Health Professions Highlights

Information from the Board of Health Profession meeting was provided for review.

Recommendations for fulfillment of vacant board slots

Ms. Reen requested that recommendations for the vacant board slots for 1 administrator, 1 from a profession related to and 1 family member or resident of a nursing facility to be submitted to the Secretary of the Commonwealth for consideration. She stated that recommendations may be submitted to her by Friday or may be submitted to the Secretary's office directly.

There being no further business, the meeting was adjourned.

APPROVED:

Joseph Almond, Chair
Board of Nursing Home Administrators

Sandra K. Reen, Executive Director
Board of Nursing Home Administrators

October 9, 2002
DATE

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